

Public Service Grant

Eligibility: Full-time faculty

Deadline to Submit Applications: **November 20, 2009**

(Committee action by December 4, 2009)

General Information

Administered by the College of Continuing Education, these grants support projects and activities that enhance the university's public service mission, making the specialized knowledge and expertise of its faculty and professional staff available to the region, state, nation, and the community at large.

Public Service grants must support well-defined, time-limited outreach and service projects. A committee is appointed by the office of the President which consists of two faculty members from each undergraduate college, two undergraduate students, and the Dean from the College of Continuing Education & Distance Learning.

The committee is responsible for the review of all applications and determining the allocation of the public service grant funds.

Application Criteria

Proposals will be evaluated on the following criteria:

1. The overall contribution to public service in the opinion of the committee.
2. Is the project clearly defined? Can the goals and objectives be met given resources available?
3. The extent to which the proposed project will make an important contribution to the public service mission of the university.
4. Degree to which MTSU faculty and personnel are central to the project.
5. The extent to which the funding requested is clearly detailed and itemized and appropriate to project objectives and activities.
6. Initial public service proposals and efforts are given priority over continuing program or activity. Applicants are encouraged to seek other sources of funding for subsequent program/activity offerings.
7. Grants that reimburse organizations for employee salaries will not be funded.
8. Food is rarely covered and will be considered only in situations where the food is vital to the completion of the project.
9. Church related activities that target or benefit members of one particular religious organization are prohibited.

No proposal will be accepted past 4:30 p.m. on the day of the deadline

Requirements

1. The Public Service committee should be notified in writing as soon as possible when a funded activity does not materialize or is cancelled so that funds can be allocated to other projects.
2. If outside funds are generated by the project and when allowed by the Business Office, the public service fund will be reimbursed from the net income an amount equal to the original grant.
3. All grants supporting on-campus workshops, conferences, etc., will be coordinated through the College of Continuing Education and Distance learning for receipting of funds, registering of participants, etc.
4. All grant recipients are required to do the following:
 - a Submit a report at the end of the project, which includes a summary, evaluation, and a copy of pertinent material developed as a result of the project.
 - b Submit a final financial statement with itemization of expenses and balance, making sure all charges has been submitted.
 - c Request continuation of any project which may extend into a new fiscal year.
 - d Give credit for each activity as follows: *This activity was supported by a grant from the Public Service Committee, Middle Tennessee State University.*
 - e All grant recipients are required to observe MTSU administrative and fiscal policies.
 - f Grant recipients or their department will be charged for any expenditure that exceeds the grant amount.

Submitting a Proposal

Who may submit a proposal?

- Any MTSU faculty member and any MTSU professional staff member, is eligible to submit a proposal for consideration.

When to submit a proposal?

- Application proposals must be received by the close of business (4:30 p.m.) on the stated deadline.

Where to submit a proposal?

- Submit all materials to the College of Continuing Education, **attn: Maureen Young, Box 54 or deliver to Continuing Education, Maple Leaf Village, 855 West College St, Suite K, Murfreesboro, TN 37129**
- It is the responsibility of the individual submitting the proposal to ascertain that a complete copy of the proposal has been received for processing by the deadline.

For additional information, you can reach the public service coordinator at 615-898-2116.

Application Procedures

1. Complete Application and Budget Form by the submission deadline. Proposals will not be accepted after the deadline.
2. Submit thirteen typewritten copies to your Department Chairperson for approval.
3. Forward signed copies to your School Dean for approval
4. Forward signed copies to the College of Continuing Education and Distance Learning, attn: Maureen Young, Box 54 or deliver to **Continuing Education, Maple Leaf Village, 855 West College St, Suite K, Murfreesboro, TN 37129**
5. The Public Service committee will review the application
6. The applicant is notified of the Committee's action with copies to the Dean and Department Chairperson.

College of Continuing Education and Distance Learning
PUBLIC SERVICE GRANT
BUDGET FORM

PROJECT TITLE

Major Code (Sub-code)	Item	Funds Requested (Itemize)	Matching Funds (Itemize)
1410	Salary – Personnel (itemize) Student	Sub-total:	
3000	Travel/Expense (itemize)	Sub-total:	
4000	Consumable Supplies (itemize)	Sub-total:	
4110	Printing (Supplies – Inst.)	Sub-total:	
4490	Honorarium (Itemize)	Sub-total:	
4230 4210	Communications (Itemize) Postage Telephone (local)	Sub-total:	
	Other (itemize)	Sub-total:	
	GRAND TOTAL		

